

## SaskJobs – Job Order Form

Please complete and return to the Canada-Saskatchewan Career and Employment Services office nearest you. Or  
fax to 306-798-5022

### EMPLOYER DETAILS (Registration)

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Contact Person: \_\_\_\_\_

I have access to the Internet and wish to post my own job orders on SaskJobs. Please forward my Login information.

Yes  No

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### JOB INFORMATION

Job Title: \_\_\_\_\_

Job Location (City, Town, or Municipality) \_\_\_\_\_

Job Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of vacancies: \_\_\_\_

Terms of Employment:  Perm  Temp  Seasonal (until) \_\_\_\_\_  
 Full-time  Part-time  Casual  Contract

Salary (give range if appropriate) \$ \_\_\_\_\_ Hour / Day / Month / Year  
Depending on:  Experience  Education  Qualifications

Education: \_\_\_\_\_

Experience: \_\_\_\_\_

How to Apply: \_\_\_\_\_

Application deadline: \_\_\_\_\_

Post job for: \_\_\_\_ Hours \_\_\_\_ Days (circle) 1 2 3 4 Week(s) 1 Month

Would you like to accept applications directly to your email account?  yes  no

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**Important:** Please let us know when you have filled the position, or if you need to re-post it.

Email: [saskjobs@gov.sk.ca](mailto:saskjobs@gov.sk.ca) or Visit SaskJobs at [www.saskjobs.ca](http://www.saskjobs.ca)  
Fax us at 306-798-5022